

2013 SAD Training

# MOM Application

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# MOM Policy Application

<http://mom.mt.gov/default.mcp.x>

**Montana Operations Manual (MOM)**

About DOA | Services | Resources | Department Websites | Public Notices/Meetings | Home

MOM

**Montana Operations Manual (MOM)**

**Welcome to the Montana Operations Manual.**

The Department of Administration (DOA) is responsible for the overall coordination of the Montana Operations Manual, commonly referred to as MOM. The MOM contains policies, procedures and standards applicable to all state agencies and provides for the internal operations and management of State of Montana government.

All current Statewide MOM Policies, Procedures and Standards are published in the State of Montana Policy System:

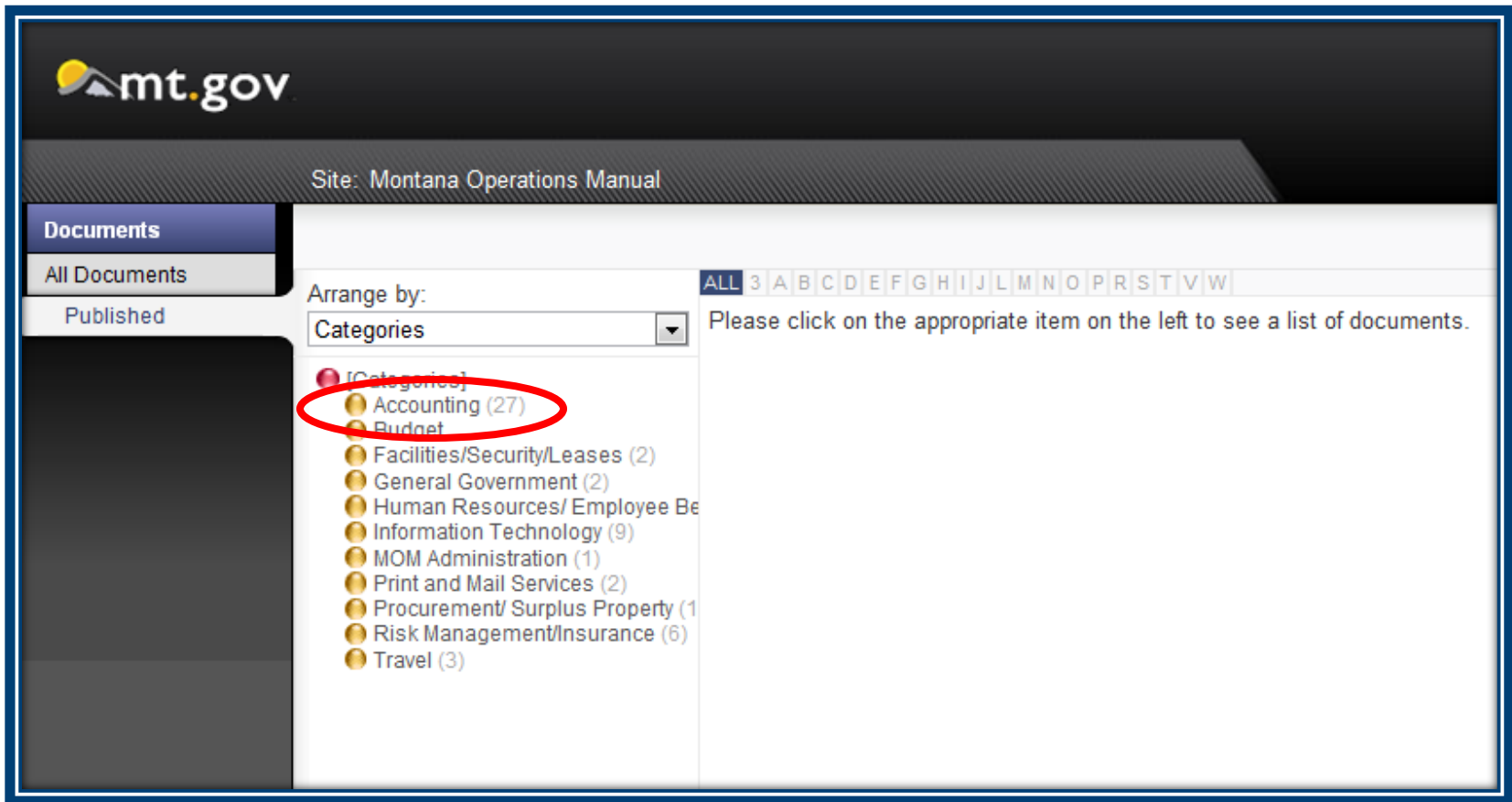
**[Montana Operations Manual](#)**

[Instructions for direct linking to the policy system and documents](#)

[Tip and tricks on how to search and find MOM documents in the Policy System \(Adobe PDF format\)](#)

Contact us at [MOM@mt.gov](mailto:MOM@mt.gov), 406-444-2446, or 406-444-6720

# MOM Website



# Accounting Policies

mt.gov

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State of Montana Policy Management System

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Site: Montana Operations Manual

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Categories

- [Categories]
- Accounting (27)
- Budget
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- MOM Administration (1)
- Print and Mail Services (2)
- Procurement/ Surplus Property (1)
- Risk Management/Insurance (6)
- Travel (3)

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Type	Title	Security	Document Owner	Date Created	Date Approved	Publication Date	Last Modified
▼	300 Introduction	Public	Carter_Cody	02/01/2013	03/07/2013	03/07/2013	04/29/2013
▼	301 Glossary	Public	Carter_Cody	02/01/2013	03/07/2013	03/07/2013	04/29/2013
▼	302 Governmental Accounting Overview	Public	Carter_Cody	02/01/2013	03/07/2013	03/07/2013	04/29/2013
▼	310 Balance Sheet Accounts	Public	Carter_Cody	08/21/2012	09/17/2012	09/17/2012	04/29/2013
▼	311 Fund Balance Net Assets	Public	Carter_Cody	08/08/2012	09/17/2012	09/17/2012	04/29/2013
▼	316 Expense Account Categories	Public	Carter_Cody	08/27/2012	09/17/2012	09/17/2012	04/29/2013
▼	317 Disaster and Emergency Expenses	Public	Carter_Cody	08/27/2012	09/17/2012	09/17/2012	04/29/2013
▼	318 Miscellaneous Expenditure Topics	Public	Carter_Cody	02/01/2013	03/07/2013	03/07/2013	04/29/2013
▼	320 Revenues Receivables Debt	Public	Carter_Cody	08/27/2012	09/17/2012	09/17/2012	04/29/2013
▼	321 Revenue Accounts	Public	Carter_Cody	08/27/2012	09/17/2012	09/17/2012	04/29/2013
▼	325 Cash Accounting	Public	Carter_Cody	08/27/2012	09/17/2012	09/17/2012	04/29/2013
▼	326 Non-Treasury Cash Accounts	Public	Carter_Cody	08/27/2012	09/17/2012	09/17/2012	04/29/2013
▼	330 Warrant Writer Unit Policies Procedures	Public	Carter_Cody	08/27/2012	09/17/2012	09/17/2012	04/29/2013
▼	335 Capital Assets	Public	Carter_Cody	02/01/2013	03/07/2013	03/07/2013	04/29/2013
▼	340 Long Term Liabilities	Public	Carter_Cody	02/01/2013	03/07/2013	03/07/2013	04/29/2013
▼	345 Interfund Activities	Public	Carter_Cody	08/27/2012	09/21/2012	09/21/2012	04/29/2013
▼	355 Employee Benefits	Public	Carter_Cody	08/27/2012	09/21/2012	09/21/2012	04/29/2013
▼	360 Pollution Remediation	Public	Carter_Cody	02/01/2013	03/07/2013	03/07/2013	04/29/2013
▼	365 Risk Financing and Related Insurance Issues	Public	Carter_Cody	08/27/2012	09/21/2012	09/21/2012	04/29/2013
▼	371 Comprehensive Annual Financial Report (CAFR) Procedures	Public	Carter_Cody	02/01/2013	03/07/2013	03/07/2013	04/29/2013

Display/Export Options

# Accounting Policies

These are **published** Accounting policies.  
**Draft** policies are still found on the SAD Accounting Policies and Procedures page.

Page 1 of 2 (27 items) &lt;&lt; &lt; 1 2 &gt; &gt;&gt;

Type	Title
▼	300 Introduction
▼	301 Glossary
▼	302 Governmental Accounting Overview
▼	310 Balance Sheet Accounts
▼	311 Fund Balance Net Assets
▼	316 Expense Account Categories
▼	317 Disaster and Emergency Expenses
▼	318 Miscellaneous Expenditure Topics
▼	320 Revenues Receivables Debt
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▼	360 Pollution Remediation
▼	365 Risk Financing and Related Insurance Issues
▼	371 Comprehensive Annual Financial Report (CAFR) Procedures

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Welcome Pu  
State of Montana Policy

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Document Owner	Date Created	Date Approved	Publication Date
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<a href="#">Carter, Cody</a>	02/01/2013	03/07/2013	03/07/2013
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# Search Feature (cont.)


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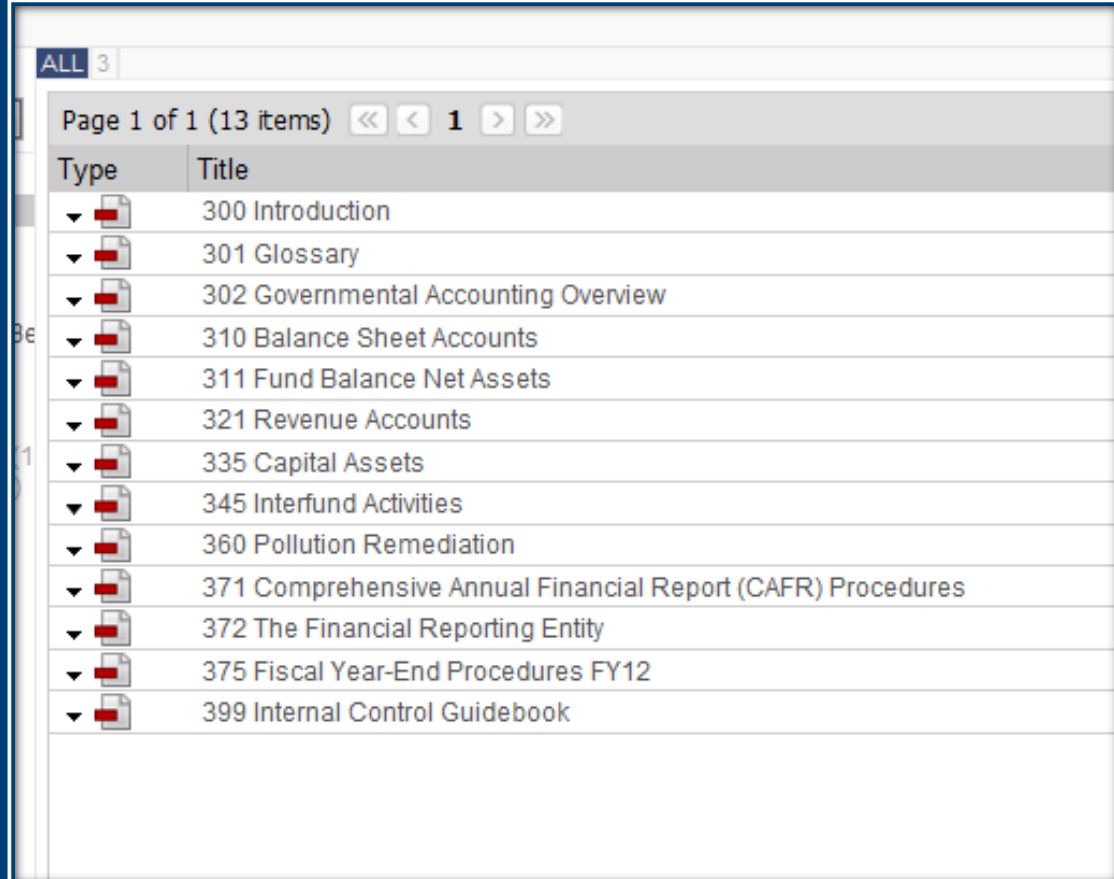
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1/2013	03/07/2013	03/07/2013	04/29/2013

# Initial Search Results



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Type	Title
▼ 	300 Introduction
▼ 	301 Glossary
▼ 	302 Governmental Accounting Overview
▼ 	310 Balance Sheet Accounts
▼ 	311 Fund Balance Net Assets
▼ 	321 Revenue Accounts
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▼ 	371 Comprehensive Annual Financial Report (CAFR) Procedures
▼ 	372 The Financial Reporting Entity
▼ 	375 Fiscal Year-End Procedures FY12
▼ 	399 Internal Control Guidebook




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with the **exact** phrase

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- ☒ Title
- ☒ Keywords
- ☒ Full Text
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## Advanced Search Results


Ref #	Title	Ver #
188	<b>372 The Financial Reporting Entity</b> ... he Statement of Net <b>Assets</b> is prepared using the classified format. For the State's CAFR, the Statem ... ... contributions from <b>capital</b> grants and contributions. Finally, the State's CAFR does not present cas ...	1
171	<b>399 Internal Control Guidebook</b> dispositions of the <b>assets</b> of the entity; 2. Provide reasonable assurance that transactions are rec ... ... . Expenditures for <b>capital</b> acquisitions are coded and charged to an operating supplies object. 5. ...	1
66	<b>311 Fund Balance Net <b>Assets</b></b> ... 11 Fund Balance Net <b>Assets</b> I. Purpose Policy 311 defines fund balance and net <b>assets</b> as they app ... ... vice funds (04xxx), <b>capital</b> project funds (05xxx), and permanent funds (09xxx-09499). GASB Statemen ...	1
169	<b>310 Balance Sheet Accounts</b> ... t reporting include <b>assets</b> , liabilities and equity (fund balance and net <b>assets</b> ). As designated wit ... ... Cr N N 4302 Fed <b>Capital</b> Contrib Auth N N Cr N N 4405 Pension Accumulation Reserve N N ...	1
173	<b>316 Expense Account Categories</b> ... ude the purchase of <b>assets</b> intended for long-continued use or possession. A. Other services (62100 ... ... se in the life of a <b>capital</b> asset is not recorded in this category. These costs are properly treat ...	1
177	<b>321 Revenue Accounts</b> ... 3400 – 583599). 7. <b>Capital</b> contributions (549000 – 549999) Revenue received from the transfer of a ... proprietary <b>capital assets</b> ). Ranges within sale of documents, merchandise and property include: - ...	1

320 Revenues Receivables Debt v.1 - Windows Internet Explorer

https://montana.policytech.com/dotNet/documents/?docid=188&mode=1

320 Revenues Receivables Debt v.1 (Public)

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	<b>Montana Operations Manual</b> <b>Policy</b>	Category	Accounting
		Effective Date	07/01/2004
		Last Revised	09/17/2012
Issuing Authority	Department of Administration State Accounting Division		
<b>320 Revenues Receivables Debt</b>			

**I. Purpose**

Policy 320 provides descriptions and accounting examples of revenues, receivables, and debt collection as applied to governmental accounting.

**II. Scope**

This policy applies to all state agencies and institutions, excluding community colleges.

**III. Policy – 320 Revenues Receivables Debt**

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320 Revenues Receivables Debt v.1 - Windows Internet Explorer


https://montana.policytech.com/dotNet/documents/?docid=188&mode=1

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	<b>Montana Operations Manual</b>	Category	Accounting
	<b>Policy</b>	Effective Date	07/01/2004
		Last Revised	09/17/2012
Issuing Authority	Department of Administration State Accounting Division		
<b>320 Revenues Receivables Debt</b>			

**I. Purpose**

Policy 320 provides descriptions and accounting examples of revenues, receivables, and debt collection as applied to governmental accounting.

**II. Scope**


This policy applies to all state agencies and institutions, excluding community colleges.

**III. Policy – 320 Revenues Receivables Debt**

Done

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	<b>Montana Operations Manual</b>  <b><i>Policy</i></b>	Category	Accounting
		Effective Date	07/01/2004
		Last Revised	09/17/2012
Issuing Authority	Department of Administration State Accounting Division		
<b>320 Revenues Receivables Debt</b>			


**I. Purpose**

Policy 320 provides descriptions and accounting examples of revenues, receivables, and debt collection as applied to governmental accounting.

**II. Scope**

This policy applies to all state agencies and institutions, excluding community colleges.

**III. Policy – 320 Revenues Receivables Debt**

	<b>Montana Operations Manual</b>  <b><i>Policy</i></b>	Category	Accounting
		Effective Date	07/01/2004
		Last Revised	09/17/2012
Issuing Authority	Department of Administration State Accounting Division		
<b>320 Revenues Receivables Debt</b>			

### I. Purpose


Policy 320 provides descriptions and accounting examples of revenues, receivables, and debt collection as applied to governmental accounting.


### II. Scope


This policy applies to all state agencies and institutions, excluding community colleges.

### III. Policy – 320 Revenues Receivables Debt







	<b>Montana Operations Manual</b>		Category	
	<b><i>Policy</i></b>		Effective Date	07/01/2004
			Last Revised	09/17/2012
Issuing Authority	Department of Administration State Accounting Division			
<b>320 Revenues Receivables Debt</b>				

**I. Purpose**  
Policy 320 provides descriptions and accounting examples of revenues, receivables, and debt collection as applied to governmental accounting.

**II. Scope**  
This policy applies to all state agencies and institutions, excluding community colleges.

**III. Policy – 320 Revenues Receivables Debt**

**IV. Revenue transactions – introduction**  
Governments engage in two types of revenue transactions: (1) exchange and exchange-like transactions, and (2) non-exchange transactions. In an exchange and exchange-like transaction, each party receives and gives up essentially equal values. In a non-exchange transaction, the parties give (or receive) value without directly receiving (or giving) equal value in exchange.

**A. Characteristics of a revenue transaction**  
When the State enters into a revenue transaction, it is necessary to identify various characteristics of the transaction. Proper identification of these characteristics will determine the guidance that should be followed when accounting for the transactions.

**1. Identify the types of resources being exchanged**  
The guidance in this policy regarding exchange and exchange-like transactions, and non-exchange transactions applies only to transactions involving financial resources (other than food stamps or on-behalf payments for fringe benefits and salaries – see below) or capital resources. This policy does not apply to transactions involving other types of resources, such as



# SAD Draft Policies

<http://accounting.mt.gov/forms/default.mcpx>

[SAccounting@mt.gov](mailto:SAccounting@mt.gov)

The screenshot shows the State Accounting Division website. At the top is a green navigation bar with links: About DOA, Services, Resources, Department Websites, Notices/Meetings, Accounting Training, and Accounting Home. Below the navigation bar, the page title is "State Accounting Division". The main content area has a breadcrumb trail "Home » Forms". The heading is "Department of Administration State Accounting Division". Below that is "Montana Operations Manual (MOM) Category 300 (Previously MOM II) Accounting Policies and Procedures". A paragraph states: "As of October 1, 2012, all State Accounting Division policies have been placed on the new Montana Operations Manual website ([mom.mt.gov/default.mcpx](http://mom.mt.gov/default.mcpx)). The Chapters (In Force) section of this website will be used for historical reference for a short period of time and then will direct users to the new MOM website. If you currently linking directly to MOM policies listed below, please redirect you links to point to the policies on the new website." Another paragraph states: "The MOM category 300 contains State of Montana accounting policies and procedures. It is published and maintained by the Department of Administration's State Accounting Bureau. Questions about MOM category 300 should be directed to: Department of Administration; State Accounting Bureau; Mitchell Building, Room 255; Helena, MT 59620-0102; (406) 444-3092. The information contained in MOM Category 300 is organized into chapters and management memos." At the bottom, there are two links: "Chapters (Draft)" and "Management Memos (In Force)". The "Chapters (Draft)" link is circled in red. To the right of the main content is a sidebar titled "Related Forms" with a bulleted list: "CMIA" and "SABHRS".

**State Accounting Division**

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Home » Forms

**Department of Administration  
State Accounting Division**

**Montana Operations Manual (MOM) Category 300  
(Previously MOM II) Accounting Policies and Procedures**

As of October 1, 2012, all State Accounting Division policies have been placed on the new Montana Operations Manual website ([mom.mt.gov/default.mcpx](http://mom.mt.gov/default.mcpx)). The Chapters (In Force) section of this website will be used for historical reference for a short period of time and then will direct users to the new MOM website. If you currently linking directly to MOM policies listed below, please redirect you links to point to the policies on the new website.

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[Chapters \(Draft\)](#)

[Management Memos \(In Force\)](#)

**Related Forms**

- CMIA
- SABHRS

2013 SAD Training

# MOM Policy Updates

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Policy with  
updates for  
deferred  
inflows/outflows

- 310 Balance Sheet accounts
- 311 Fund Equity
- 355 Employee Benefits
- 372 The Financial Reporting Entity

## Deferred Inflows/Outflows of Resources

**Definition:** Consumptions or acquisitions of net assets in one period that are applicable to future periods.

Policies updated to use of Net Position:

- 300 Introduction
- 318 Miscellaneous Expenditure Topics
- 335 Capital Assets
- 340 Long Term Liabilities
- 360 Pollution Remediation
- 371 CAFR Procedures

## Net Position

**Definition:** The difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources.

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- 317 – Disaster and Emergency Expenses – coverage
- 325 Cash Accounting - endorsements
- 326 Non-Treasury Cash Accounting – open item key
- 330 Warrant Writer Unit Policy – TIN and EFT
- 335 Capital Asset Accounting – Trade-in examples

## Language Updates

These policies include language updates including the subjects listed with each policy, and in some cases other updates.

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# 302

## Governmental Accounting Overview

### Fund Review

- ◉ Administering Agency / Responsible Business Unit (RBU) responsible for reviewing funds they administer
- ◉ RBU is also responsible for reviewing sub-agencies that have access to each fund

Query: MTGL\_FUND\_BY\_RESP\_BU

# 310

## Balance Sheet Accounts

- Changes due to GASB 63 implementation
  - Deferred inflows / outflows of resources
- Updated names and additions or deletions of accounts as necessary
  - New SBECF accounts

# 345 State Building Energy Conservation Program

- Program Overview
- Accounting Treatment – Transfer recognition
- Accounting Treatment – Payable/Receivable Recognition



# 345 Interfund Activities

- Interfund loan must be requested by fund administering agency
- Short-term Investment Pool (STIP) investments must be liquidated before requesting an interfund loan
  - **Other funds** that do have STIP do not have to be sold as they are not the fund requesting the loan